



Administrative Policies and Procedures: 7.8

| | |
|---------------------|---|
| Subject: | Acquisition of Information Technology Assets |
| Authority: | TCA 37-5-106 |
| Standards: | None |
| Application: | To All Department of Children's Services Employees |

Policy Statement:

The Department of Children's Services (DCS) Office of Information Systems (OIS) shall purchase approved technology assets.

Purpose:

To ensure that:

- Department staff have a standard method to request information technology assets,
- State standard assets are purchased, and
- Responsibility for the replacement of technology assets is clear.

Procedures:

| | |
|--|---|
| A. Technology Asset Request | <ol style="list-style-type: none">1. Requests for computers for new positions that are approved for a computer must be submitted as described in DCS policy 7.6, Assignment of Computers and Related Equipment section B.1.2. Requests for other technology assets will be submitted to the Executive Director of the requesting division or the Regional Administrator for review and approval.3. Approved requests will be submitted via e-mail to "EI DCS Asset Management". |
| B. Request Screening and Classification | <ol style="list-style-type: none">1. The OIS Asset Management Team (AMT) will screen the request to determine if the asset is consistent with state standards.2. If the requested asset is not consistent with those standards, the AMT will advise the requester and close the request. |

| | |
|----------------------------|---|
| | <p>3. If the requested asset is consistent with state standards, the AMT will classify the request.</p> |
| C. Class 1 Requests | <p>1. The following will be considered <u>Class 1 requests</u>:</p> <ul style="list-style-type: none"> • Computers for new staff whose position is approved to have a computer • Printers required due to staff moves or additions • Computer or printer replacement • Point-of-presence computers and printers • Hardware or software required to comply with the Americans with Disabilities Act (ADA) • Standard DCS software <p>2. OIS will process the purchase of a Class 1 asset, pay for the asset, and replace it according to the state standard life cycle.</p> <p>3. Purchases of specific computers and printers for departmental replacement projects will be made according to standards approved by the DCS Core Leadership Team (CLT).</p> |
| D. Class 2 Requests | <p>1. The following will be considered <u>Class 2 requests</u>:</p> <ul style="list-style-type: none"> • Projectors • Scanners • Digital Cameras <p>2. The requesting division will process the purchase of a Class 2 asset, pay for the asset, and replace it as needed. The AMT will provide assistance with the purchase process if needed.</p> |
| E. Class 3 Requests | <p>Other technology asset requests will be considered Class 3.</p> <p>1. The OIS Director of Budget and Planning will evaluate Class 3 requests to determine initial and recurring costs. If OIS has sufficient funds to cover these costs, the purchase will be authorized and the OIS Asset Management Team will process the procurement.</p> <p>2. If OIS cannot cover the cost, the technology asset request will be forwarded to the DCS Budget Office for consideration. The estimate of initial and recurring costs will be attached.</p> <p>3. The DCS Budget Office will determine if funds are available to make the purchase. If so, OIS will be notified and the purchase process will begin. If not, the requesting division may submit a budget improvement request to cover the cost of the acquisition.</p> |

| | |
|--|--|
| | 4. Funds for the purchase of assets such as computers and printers that will be maintained and replaced by OIS will be requested for or permanently transferred to the OIS budget. |
|--|--|

| | |
|---------------|------|
| Forms: | None |
|---------------|------|

| | |
|------------------------------|-------------|
| Collateral Documents: | <i>None</i> |
|------------------------------|-------------|